AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE

2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. *(If applicable)*
0001	06/27/2006		

6. ISSUED BY CODE OFP

Office of Finance & Procurement
359 Ford Bldg.
Washington, DC 20515

7. ADMINISTERED BY *(If other than Item 6)* CODE

8. NAME AND ADDRESS OF CONTRACTOR *(No., street, county, State and Zip Code)*

CODE FACILITY CODE

(X)	9A. AMENDMENT OF SOLICITATION NO. OPR06000075
(X)	9B. DATED *(SEE ITEM 11)* 06/19/2006
	10A. MODIFICATION OF CONTRACT/ORDER NO.
	10B. DATED *(SEE ITEM 13)*

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

[X] The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers [ ] is extended, [X] is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA *(If required)*

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS.
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	
[ ]	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
[ ]	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14.
[ ]	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
[ ]	D. OTHER *(Specify type of modification and authority)*

E. IMPORTANT: Contractor [ ] is not, [ ] is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION *(Organized by UCF section headings, including solicitation/contract subject matter where feasible.)*

The purpose of this amendment is to replace the Statement of Work with a revised Statement of Work dated 6/27/06.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER *(Type or print)*		16A. NAME AND TITLE OF CONTRACTING OFFICER *(Type or print)* Edwin Davis	
15B. CONTRACTOR/OFFEROR _____ *(Signature of person authorized to sign)*	15C. DATE SIGNED	16B. U.S. HOUSE OF REPRESENTATIVES BY _____ *(Signature of Contracting Officer)*	16C. DATE SIGNED 06/27/2006

No Funding Information

Line Item Number	Description	Delivery Date (Start date to End date)	Quantity	Unit of Issue	Unit Price	Total Cost

No Changed Line Item Fields

Previous Total:
Modification Total:
Grand Total:

United States
House of Representatives
Atlas Project Integration Services

Request for Proposal (RFP)
June 27, 2006

Contact:
Edwin Davis
Deputy Procurement Director
Office of Finance and Procurement
356 Ford House Office Building
Washington, DC 20515


U.S. HOUSE OF REPRESENTATIVES

Table of Contents

LIST OF TABLES

1 EXECUTIVE SUMMARY

1.1 *BACKGROUND*

The Chief Administrative Officer (CAO) of the US House of Representatives is currently implementing PeopleSoft financials version 8.9, and is seeking integrator support for completing the task. Implementing PeopleSoft financials is part of our larger strategy of providing excellent customer service to Members and Committees of the House and their support staff. PeopleSoft will replace several legacy systems and position the House to provide customers self-service procurement, receipt of goods and services, payment authorization, and budget management capabilities. It will also provide back office support staff with tools for giving their customers efficient and accurate support in these and related activities.

The CAO selected PeopleSoft as its software system from among several competitive proposals and then selected an integrator in a separate competitive bid to guide the House in its implementation. The integrator worked with the House to demonstrate PeopleSoft's ability to meet a subset of the House's requirements in a pilot and to allow the House to evaluate the integrator's ability. After successful completion of the pilot the House proceeded to execute Phase I of a two phase implementation approach. We are currently in Phase I. Phase I will implement core financials, simplified purchasing, travel expense management, and data warehouse analysis. Phase II will implement contract management, inventory management, asset management, and data warehouse implementation. We are asking for proposals for additional work as options: retail sales, travel management, and PeopleSoft's Human Resource and Time and Attendance modules as either part of Phase II or an additional Phase III.

At this time the CAO is seeking support to complete Phase I with an option to proceed with Phase II.

The CAO's project to implement PeopleSoft is called Atlas.

1.2 *VISION FOR THE ATLAS PROJECT*

The Atlas Project vision is to provide Members, Committees, Leadership, and other U.S. House of Representatives (House) entities with one House Financial System that is easy to learn, easy to use, and simplifies the daily processes of budgeting, requesting, tracking, and managing office expenditures for all goods and services. This will be accomplished through maximized use of electronic (paperless) transactions that significantly reduce the time to submit, process, and fulfill office requests.

Each office will have direct access to financial data for their office, from one source, to facilitate planning, forecasting and accounting for expenses including purchases, payments, equipment maintenance and payroll. Offices will be able to order goods and services online and approve payments by generating electronic documents.

The envisioned system will significantly improve the ability of the Chief Administrative Office (CAO) to support Leadership, Members, Committees and other House entities by improving electronic access to goods and services inside and outside the House community.

The envisioned House Financial System will enable the CAO to take a major step in fulfilling its Mission Statement, which reads - "Provide excellent and efficient administrative, technical and support services to the U.S. House of Representatives."

1.3 *DOCUMENT PURPOSE AND ORGANIZATION*

The Office of the Chief Administrative Officer (CAO) has developed this Request for Proposal (RFP) for integration services to complete Phase I of the current Atlas project and to execute Phase II with two options. This document covers the:

- The objectives and current status of Phase I and what is needed to complete it
- Alternatives for Phase II

This RFP requests that Offerors, in consideration of their expertise with PeopleSoft, propose the best solution for completion of integration activities currently underway and implementation for the House with the best overall value based on our defined objectives.

Section 2, Current Situation, briefly describes the background and program objective of the Atlas project.

Section 3, Project Status and RFP Objectives describes the current status of the Atlas project: what has been accomplished and what remains for execution. It follows the order of the accompanying project plan and is comprised of the following sections:

Phase I

1. Project Management and Project Execution Activities

   This section describes the current project management structure, responsibilities, and activities as well as the current project plan and the status of its execution.

2. Functional

   This section describes the approach to establishing the optimal configuration of PeopleSoft to meet the House's business needs in the context of minimal customization. The intent of the project is to customize only when Statute or Committee on House Administration directives prohibit use of standard PeopleSoft configurations. This section also describes the current status of these tasks.

3. Technical
   This section describes the system environment, network environment, network integration points, system hardware, software configuration, integrator support needs, high-level backup and recovery information, and a summary of interfaces

4. Change Management

   This section describes the organizational change management activities which are planned to prepare the House for Atlas implementation. This includes the activities in the following areas:

   a. Business Improvement Team (BIT) which plays a central role in Atlas implementation

   b. Training development and execution

c. Customer support development and delivery.

d. Communication approach and delivery.

e. Change Management approach and execution.

5. Quality Management
   This section covers risk management, quality management, configuration management, testing, and requirements management. In each case the approach and status in development and execution of the approach is provided.

Phase II

This section covers, at a high level, the scope of Phase II with a request for options from the Offeror. Offerors are to evaluate these alternatives and indicate how they would execute each alternative. The Offerer may opt for only one of the alternatives.

2 CURRENT SITUATION

2.1 *BACKGROUND*

In December 2002, the Committee on House Administration (CHA) approved the CAO's proposal to proceed into the Acquisition Phase of the Atlas Project. Subsequently, the financial management system currently being used by the House, Federal Financial System (FFS) was removed from the Joint Financial Management Improvement Program (JFMIP) schedule, effective July 31, 2003. These factors, accompanied by more modern JFMIP compliant systems available in the market today, as well as the need to consider a more user friendly, efficient and accessible replacement system for all House offices has raised the level of importance and urgency to acquire a replacement system for FFS.

The House, through competition, examined several software alternatives and selected PeopleSoft to replace FFS. In a separate competition process the House selected an integrator to guide the House in implementing PeopleSoft.

As stated earlier, the project has two phases after a pilot. Phase I will implement core financials, simplified purchasing, and data warehouse analysis. Phase II will implement contract management, inventory management, asset management, and data warehouse implementation. The House is considering options for executing Phase II (see section 3.2). Before the end of Phase I, the House will evaluate the options and determine which to execute with the integrator.

The House is currently in Phase I. We have followed PeopleSoft's Compass methodology and have completed Planning and Strategy stages of Phase I and commenced Phase I Structure activities. To date we have completed 24 of 40 design sessions. During the Strategy stage the team developed a detailed project plan for all tasks in Phase I and has been executing to that plan. Offeror is expected to build on what has been executed in Phase I following PeoleSoft's Compass methodology. We have followed Compass to date and would expect to continue with it unless the integrator had another methodology that would not require rework of existing artifacts and be otherwise as good as or better

than Compass at meeting cost, schedule and quality targets. The Offeror's methodology must comply in substance with House SDLC policies.

The House has also engaged Morgan Franklin for Independent Verification and Validation (IV&V) services to monitor the implementation process to ensure quality of delivery. Their focus is upon technical and quality assurance aspects of the project.

The House's Office of the Inspector General (OIG) provides review of the programmatic aspects of the implementation process. The OIG has engaged independent consulting support to supplement their team.

As part of the change management efforts the House has also engaged JDG Communications to assist in developing and delivering communications for this large project. They participate in change management activities which provide information necessary for crafting the most effective communication strategies and content. The CAO Director of Communications and JDG is responsible for crafting and delivering all Atlas related communications.

2.2 ***PROGRAM OBJECTIVES***

The CAO is committed to implementing a replacement system for FFS that not only provides the required functionality for House financial operations but also ensures that all House financial operations that rely on, but are not part of, FFS can either be used in conjunction with, or be replaced by, the new system. In doing so, the CAO has an opportunity to:

- Provide a more user friendly, efficient, and robust financial system that is accessible to all Leadership, Members, Committees, and other House entities.
- Improve the timeliness of financial data contained within House systems by utilizing a single point of entry.
- Streamline business processes related to House financial operations in order to improve the responsiveness of the CAO to fill requests for goods and services.
- Provide the House community with a COTS solution that simplifies House financial processes and document routing through a higher level of integration and a more robust workflow engine.
- Significantly reduce the reliance and support requirements for disparate, legacy financial application systems and interfaces that are currently maintained and operated within the CAO.

The intent of the Atlas Project is to utilize best practices in the conduct and implementation of the engagement, integrator selection, program management, configuration, integration, testing, training, and customer support. Highlights of the Atlas Project Best Practices to be applied to solution acquisition include the following areas:

- COTS Package Enabled Business Process Design
- Phased Acquisition
- Performance-based Contracting

- Software Vendor Expertise in Integration Process
- Outsourcing Design and Implementation Services
- Award per Contract Line Item Numbers (CLIN)

3 PROJECT STATUS AND OBJECTIVES FOR RFP

The CAO is seeking a proposal for assistance in completing implementation of PeopleSoft at the House, known as the Atlas Project. The proposal should take full advantage of the considerable work that has been completed to date. The Atlas project has been executed according to PeopleSoft's Compass methodology and the House is seeking to continue with that methodology unless the Offeror can propose an alternative methodology that uses all artifacts completed to date and which permits the House to complete implementation within the parameters in this RFP.

The House has evaluated deliverables under Compass Methodology and determined which deliverables it would create and execute against. Each of the following subsections lists their associated deliverables and their completion status. Many deliverables have been completed and we have been executing against them.

The project plan has been developed following the Compass stages for each phase. We have completed the Strategy and Planning stages for Phase I and have completed approximately one-third of tasks in the Structure stage. A copy of the Project Plan accompanies this RFP. Offerors may request deliverables identified in this document as completed and accepted by the House in order to help prepare their approach. They House may make exceptions to protect security matters.

The accompanying project plan reflects percent complete for its tasks as of May 1, 2006. It does not, however, reflect the new go-live date required by the current activity to obtain a new integrator. The implementation date needs to be adjusted to October 2007, at the earliest.[1] Generally, project activities will be shifted out six months from the dates shown in this project plan after May 2006.

During the period of this solicitation, from May 1 until award, the House will execute tasks which fall within their area of responsibility so that we can keep the team engaged and be prepared for the arrival of the new integrator:

1. Report Developments
2. Interface Development
3. Data Extraction Development
4. Communications
5. Change Management activities related to completed design sessions

[1] There are certain periods within the Congressional legislative and business cycles which are not ideal for a go-live date. Acceptable go-live dates must occur after fiscal year end close (September 30), but not in the period after an election (November and December of even years), and not during the beginning of any Congressional session (not in the period between January 1 and March 1). The project plan reflects these limitations.

The House is thus asking the Offeror to propose how they will help us complete the current project using all work products completed thus far under PeopleSoft's Compass Methodology. The Offeror may choose an alternative to Compass, but completed project work products must be compatible with the proposed methodology. The Offerer is to present a plan for engaging the House's current project which should include:

1. Staffing approach for the initial engagement and its staffing approach for completing all activities in the project plan.
2. High level project plan for the initial engagement, including tasks specific to the integrator's absorption of the work done to date. The Offeror may also choose any revisions to the current project plan or approach that they can demonstrate will benefit project execution and are cost effective.
3. A description of how it will manage this project, including its management and reporting methods, and its reporting structure. Describe the management tools, such as portals, etc. that will be used and how they will be managed and maintained.
4. An invoicing strategy. The integrator is to consider using Earned Value Management for this purpose.

This section presents the current status of project tasks, following the order of the accompanying Project Plan. It identifies what has been accomplished and what remains to be executed. Within each section the deliverables for that section are listed with their individual status.

3.1 ***PHASE I***

3.1.1 Project Management

3.1.1.1 CORE TEAM

The House team is comprised of a core team responsible for execution.

Table 3-1 House Core Team

Core Team	
Position	**Staff**
Project Manager	Stan Sechler
Deputy Project Manger	Brad McDonald
Functional Lead	Sarah Watkins
Functional/Technical Support	John Heeb
Functional Co-Lead	Kevin Boyle
Technical Lead	David McKittrick
Quality Lead	Brad McDonald
Training Lead	Alfredda Horton
Reports Lead	Rich Gustafson
Change Management Lead	Stan Sechler
Communications Lead	Matt Guilfoyle
Business Improvement Team Lead	Donal Parks

Core Team	
Position	**Staff**
Project Analyst	Brian Norment (contractor)

The Core Team is supported by House Module Leads and House Module Analysts. The Module Leads and Module Analysts are supported by House subject matter experts (SMEs) from the affected business units for each of the major sub-processes of their module. Integrator module leads (Product Leads) will be responsible for working with their House counter Part (Module Leads and Module Analysts) to develop the configuration of each process executed by their module. Product Leads will also work with Module Leads and Module Analysts to assist in developing related training materials, user guides, executing User Acceptance Testing, and providing user support after we go live.

The Project Manager, Deputy Project Manager, and Project Analyst are responsible for day to day execution of the project from the House side and comprise the House's Project Management Team (PMT).

3.1.1.2 PROJECT MANAGEMENT OVERSIGHT

Project oversight is provided by the Associate Administrator for the Office of Finance and Procurement, Associate Administrator for House Information Resources (HIR), and Deputy Chief Administrative Officer (CAO) for Operations. This body meets weekly to review status and address issues as they arise. The Project Manager, Deputy Project Manager, and Project Analyst attend these meetings. They are responsible for making recommendations to the CAO on key decisions about the project.

3.1.1.3 ATLAS TEAM MANAGEMENT APPROACH

The Team Leads provide weekly status reports to the House Project Manager and Project Analyst. These reports include actions completed, actions pending, issues, and deliverables other than those contained in the Project Plan. The weekly report also includes all changes in status in Project Plan tasks for which the lead is responsible. Changes in task status are reported as 1% (begun), 25%, 50%, 75% or 100% complete. The Integrator Project analyst updates the project plan only after the House Leads or PMT concur in the percentage complete. The PMT meets weekly to review the previous week's work and prepare for the upcoming week. They also meet with their integrator counterparts each week to review issues, near term risks and actions. Notes from this meeting are distributed after the meeting. Each House Team Lead meets weekly with their team members to review status and plan for the upcoming tasks.

Official Project deliverables (documents) are listed in the deliverable review process document. Using the Compass Methodology, deliverables begin as an annotated outline. The Integrator Compass Methodology Lead meets with the document owner (or the House counterpart, if the owner is a member of the integrator team), to go over the contents. This is followed by a meeting of all House and integrator reviewers of the document so that they can make adjustments to the contents and so that they know what is, and is not, within the scope of the deliverable. The integrator works with the House

owner of the document as the integrator develops the document's content in an effort to reduce the number of comments or revision requests that might arise from the House reviewers.

Table 3-2 Atlas Team Responsibilities

Role	Description
CAO Leadership Team (CLT)	The CLT is a collective body of business and technology decision makers representing the entire organization with the authority to direct the project in the best interests of the House. The CLT provides the vision, sets the project scope, and rules on project changes within approved limits.
Portfolio Management Office (PMO)	The CAO Portfolio Management Office (PMO) will provide planning, coordination, monitoring, and information on projects within the CAO portfolio and provide assistance and coaching to the project managers on all aspects of the CAO program/project management practices.
Project Sponsor	The Executive Sponsor acts as the project advocate. The House's executive sponsor is Barbara Burkhalter, Associate Administrator for the Office of Finance and Procurement.
Management Supervisory	The management supervisory team acts as an advisory body which provides necessary guidance to the Project Management team for successful execution. It is comprised of the Associate Administrators for the Office of Finance and Procurement and House Information Services and the Deputy CAO for Operations. Management Supervisory meetings also include the House Project and Deputy Project Managers and the Project Analyst.
Project Manager/Deputy Project Manager	The Project Manager has specific accountability for achieving all defined project objectives within the time and resources allocated. The Deputy Project Manager assists in the execution of all Project Management responsibilities.
Project Analyst	The Project Analyst will assist the Project Manager with all responsibilities and actively contribute to the analysis and maintenance of the Atlas project.
Technical Lead	The Technical Lead is responsible for all technical aspects of the project.
Functional Lead	The Functional Lead is responsible for the system and business analysis, planning, and design.
Functional Coordinator	The Functional Coordinator is responsible for assisting the Functional Lead with system and business analysis, planning, and design.
Change Management Lead	The Change Management Lead is responsible for all activities aimed at helping the organization successfully accept and adopt new business processes and technology solutions.
Quality Management Lead	The Quality Management Lead provides guidance for testing, evaluating, and validating all initiatives surrounding the project and ensuring that quality standards are upheld and practiced.
Communications Lead	The Communications Lead provides guidance for internal and external communications for project related activities to help facilitate change.

Role	Description
Business Improvement Team Lead	The Business Improvement Team (BIT) is responsible for reviewing current House processes and recommending changes which employ best practices in meeting the CAO's mission. They work directly with the Functional Lead, Module Analyst, Module Lead, and Product Lead in executing the design sessions to leverage PeopleSoft standard best practices in this effort.
Reports Lead	The Reports Lead is responsible for identifying House reports and determining which ones can be met by standard PeopleSoft reports and which ones will need to be built. He also works directly with the Functional Lead, Module Analyst, Module Lead, and Product Lead in executing the design sessions to be sure that the House is selecting the best configuration option for the functions covered in those sessions.
Training Lead	The Training Lead works with the integrator training lead to see that Atlas team members and users are trained to execute their respective responsibilities. This includes developing the approach to training and developing the required materials.

3.1.1.4 PROJECT MANAGEMENT DELIVERABLES

Table 3-3 Project Management Deliverables

Project Management Deliverables			
Compass Phase	**Deliverable**	**Purpose**	**Status**
All	Deliverable Review Process	Sets out the process for creating and reviewing all official deliverables. Lists official deliverables in the project.	Delivered and Approved
1-All	Program Status Reviews (to include the status report)	A recurring process to ensuring that the implementation proceeds along business required guidelines and is meeting objectives.	Delivered Weekly
1-All	Risk Analysis and Risk Log	On going effort to manage and mitigate risks as it appears in the project; create and manage risk list.	Delivered Monthly
2-Planning	Change Control Board Charter	This document provides the objectives, roles and responsibilities, membership, decision-making, and authority for the Atlas Change Control Board.	Delivered and Approved
2-Planning	Implementation Plan	Plan for the implementation of proposed solution; Project Team advice and best practices will be used to create documented plan	Delivered and Approved
2-Planning	Microsoft Project Plan	Detailed list of tasks and activities to be assigned resources to include the assignment of tasks to team members	Delivered and Approved

Project Management Deliverables			
Compass Phase	**Deliverable**	**Purpose**	**Status**
2-Planning	Project Charter	To have a common consensus of the direction and deliverables to be provided by the project team. Assess needs, scope, and approaches to be followed; tool used to track and monitor progress	Delivered and Under Review
2-Planning	Project Management Plan	Detailed blue print of all activities that will take place during the life cycle of the project.	Delivered and Approved
2-Planning	Risk Management Plan	Builds a framework for managing risk analysis process and executing risk mitigation tactics.	Delivered and Approved
2-Planning	Steering Committee Charter	This document provides the objectives, roles and responsibilities, membership, decision-making, and authority for the Atlas Steering Committee.	Delivered and Approved
3-Structure	Detailed Cost-Benefit Analysis	Determining how to measure return on investment for the House.	Draft 0%
4-Construct	Go-Live Contingency Plan	Plan to ensure the continuity of operations at the House during transition and deployment; Information from Project Team about how to address decisions to be made in the event that issues arise during cutover	Draft 0% - Predecessor Annotated Outline 1%
5-Transition	Final Test Analysis Report (should include compilation of all testing results and overall recommendation to move forward)	Review of testing results.	Draft 0%
5-Transition	Transition Plan	Plan to ensure that the transition of ownership goes from the project team to the customer in a timely and efficient manner.	Draft 0%
6-Deploy	Cutover Plan	Transition to proposed system.	Draft 0%
6-Deploy	Go-Live Phase Final Assessment Report	Assessment for presentation to business sponsor of readiness to move to production environment.	Draft 0%
6-Deploy	Project Audit and Review Reports	Independent analysis of project progress and deliverable report to program team and sponsors.	Delivered at the end of each Stage.
5-Transition	Completed Phase System Validation Report (establishes system built to specification)	Report for sign off by customer that delivered system meets defined requirements. Includes verification that deliverables and tasks for each stage are sufficiently complete. Documents in detail, the decision made to close the phase or have it remain open until items are completed.	Draft 0%

3.1.2 Functional

This section is designed to provide a high level understanding of the scope of the Functional Approach (i.e. activities, phased implementation plan, and the existing systems environment in which those activities are currently performed). This section also provides insight into the current Functional Status, and Functional Deliverables that are consistent with the implementation approach currently under way.

3.1.2.1 IMPLEMENTATION PHASES

The functionality that the House is seeking to implement is described in the tables below; one table relates to "Phase I" and the other is related to "Phase II". These functions are currently performed by FFS and other independent systems and processes. The goal of Atlas is to incorporate these functions into PeopleSoft during the designated implementation phase. PeopleSoft modules included in Phase I are listed in Table 3-4. Phase II modules are included in Table 3-5.

Table 3-4 PeopleSoft Functionality – Phase I

FUNCTIONAL AREA	DEFINITION
Phase I	
Accounting and General Ledger	This function includes the performance of core financial management activities pertaining to general ledger management such as general ledger posting, accruals, closing and consolidation, as well as general ledger analysis and reconciliation. Specifically, this function includes management of the accounting/classification structure, daily transaction processing activities, and monthly and annual closes, as well as preparation for, support of, or response to audits, inquiries, or reviews. These activities generate a number of outputs that include an accounting classification structure as well as ongoing updates to that structure, various reports, updated system records, ongoing updates to the general ledger, and the preparation of consolidated financial statements. The functional requirements that correlate to the Accounting and General Ledger function are identified as either **GL, GL/ACCOUNTING, CORE** or **REPORTING** in the Module Column on the requirement spreadsheet.
Manage Budget	The Manage Budget function is the process of managing budget execution. Specifically, the Manage Budget function includes receiving and allocating budgetary authority, recording and monitoring allocated funds, and projecting potential budget surpluses and shortfalls in the executed budget. This function does not include the management of cost activities. Budget planning for Members and Committees is also part of this function. Budget formulation performed by the CAO is not included in this function. The functional requirements that correlate to Manage Budget function are identified as **BUDGET** in the Module Column on the requirement spreadsheets.

FUNCTIONAL AREA	DEFINITION
Purchasing	The scope of the Purchasing function includes the purchase and receipt of goods and services in accordance with House purchasing guidelines through one or a combination of methods (e.g., Federal Supply Schedule or other government agency contract vehicle, small purchase and simplified purchase procedures, sealed bidding or competitive proposals). The functional requirements that correlate to Purchasing are identified as **PURCHASING** in the Module Column on the requirement spreadsheets.
Payment Management	The Manage Payments function includes the preparation, approval, scheduling, and processing of any transactions that result in the disbursement of Federal funds. Processes unique to the House of Representatives include the direct bill processing, consolidated billing management, processing of referenced payments, and payments of district office rent/leased automobiles. Support functions of payment management include resolution of inquiries and audit findings and compilation of processing statistics. The House has licensed PeopleSoft Expenses for travel management, but will not be implementing that module until it is federalized. However, portions of travel management necessary to manage travel expenses will be implemented in Phase I. The Offeror must consider these travel requirements and include the cost to enable the use of Phase I modules to process the travel voucher requirements that are associated with the AP module in the "Requirements Compliance Matrix." The functional requirements that correlate to Payment Management are identified as either **PAYMENTS** or **TRAVEL ACCOUNTING** in the Module Column on the requirement spreadsheets.
Receipt Management	The Manage Receipts function supports activities associated with recording agency cash receipts, including servicing and collecting receivables. It is important to note that some receipts may be collected without a receivable having been established previously. In total, this function includes creating Bills, processing cash receipts, producing and updating receivables, and monitoring and collecting amounts due when necessary. Processes unique to the House of Representatives include the administration processing of repayment plans and contributions received for reduction of public debt. The functional requirements that correlate to Receipt Management are identified as **RECEIPTS**, **RECEIPTS MANAGEMENT** or **RECEIVABLES** in the Module Column on the requirement spreadsheets.
Data Warehouse Analysis	Conduct an analysis of data warehouse capabilities and needs of the House. At a minimum this should include analysis of configuration, testing, and initial population of the data warehouse and ETL processes for all modules being implemented in Phases I and II. Also, the establishment of standard procedures and processes for on-going updates and maintenance of these tables should be included in the analysis.

Table 3-5 PeopleSoft Functionality - Phase II

FUNCTIONAL AREA	DEFINITION
Phase II	
Manage Contract Lifecycle	The Contract Lifecycle Management function includes all types of commitments that obligate the House to an expenditure of appropriated funds and that, except as otherwise authorized, are in writing and become effective by written acceptance or performance. This function includes purchases from other government agency contracts or interagency agreements. It encompasses procurements made outside of the simplified acquisition process, under the sealed bidding or competitive acquisition process, as well as issued purchase orders of interest that require monitoring or surveillance by a Contracting Officer's Representative (COR). Some of the distinguishing factors may include, but are not limited to, dollar value, provisions of service, contract time frame, and complexity of goods or services being procured. The Contract Lifecycle Management function can include technical liaison, review and acceptance of deliverables, monitoring of contractor performance, and issuance of contract or purchase order modifications. The functional requirements that correlate to Manage Contract Lifecycle are identified as **CONTRACTS** in the Module Column on the requirement spreadsheets. Contract Management functionality in PeopleSoft v. 8.8 was unacceptable to the House. For example, contracts were editable each time they were opened by an authorized user, even after they were awarded. The House intends to review Contract Management in PeopleSoft 8.9 to see which of its concerns have been met. An interim solution is to use Procurement Desktop to create solicitations and awards and use PeopleSoft to obligate funds which correlate to the Procurement Desktop contract. The Offeror is expected to participate in these evaluations and decisions.
Inventory Management	Inventory Management is the process of determining inventory requirements through the functions of monitoring, receiving, storing, and distributing inventory items. Inventory management personnel must perform these functions within required federal and other guidelines that involve ensuring funds are available before purchase. The overall functional objective is to maintain sufficient inventory stock to meet user needs without overstocking, properly tracking items and recording expense. The functional requirements that correlate to Inventory Management are identified as **INVENTORY** in the Module Column on the requirement spreadsheets.
Asset Management	Perform Asset Management includes the activities of determining asset requirements, receiving, storing, distributing, and disposing of asset items, and tracking and monitoring of asset inventory. Asset management personnel must perform these functions within required federal and other guidelines that involve ensuring funds are available before purchase, and that asset inventory and depreciation expenses are properly recorded and tracked. The functional requirements that correlate to Asset Management are identified as **ASSETS** in the Module Column on the requirement spreadsheets.

FUNCTIONAL AREA	DEFINITION
Phase II	
Data Warehouse Implementation	Configure, test, and initially populate the data warehouse tables and ETL processes for all modules being implemented in Phases I and II. Also, establish standard procedures and processes for updates to and maintenance of those tables.

3.1.2.2 EXISTING SYSTEMS/APPLICATIONS IMPACTED BY IMPLEMENTATION

The following table lists systems/applications which are impacted by Atlas implementation. Some are not replaced by Atlas. This is indicated in the "definition". The House Atlas team has a preliminary decommissioning plan. The Offeror is expected to participate in finalizing that plan at the appropriate points in their execution of the project plan.

Table 3-6 Current Business Applications

APPLICATION	DEFINITION
Congressional Accounting and Personnel System (CAPS)	A PC-based software application written in FoxPro and designed to help congressional offices keep an accurate accounting of funds used for their official expenses. Its two modules (Accounting and Personnel) allow offices to create and track (including forecasting) their budgets, create vouchers for the payment of expenses, generate payroll forms (e.g. salary adjustments, overtime.), maintain personnel data, and reconcile expenses with House financial statements. CAPS is a stand-alone application that does not interface with either the House HR/Payroll system or FFS.
Fixed Asset and Inventory Management System (FAIMS)	A customized Oracle Financials system for managing House assets that runs on the Solaris operating system and an Oracle database. In addition to asset management functions, FAIMS establishes and submits payment requests to FFS.
FFS Core Financials	An AMS mainframe-based Commercial Off-The-Shelf (COTS) product modified by House and operated through a cross-servicing arrangement with Department of Interior's National Business Center. This is the House Core Financial management system.
FinMart	FinMart will not be replaced by Atlas, but will be retained indefinitely for reporting of historical data (e.g., FFS data). In addition to the data warehouse function, the FinMart environment contains several custom applications which may be impacted by the retirement of FFS. These applications include a budget development and submission system, a Member forecasting system, and a managerial reporting (e.g., balanced scorecard, metrics, dashboard) system.
House FRC Mainframe Inventory System (FRC)	Legacy inventory main frame system used to record and process information gathered during the "Requisition" and "Payment" sub-processes. Originally associated with assets and inventory. Inventory is all that remains for purposes of this project. The inventory (FRC) is on the House Mainframe, an IBM computer with and OS/MVS operating system. The database files are ADABAS files and the programming language used is NATURAL. Both ADABAS and NATURAL are products of Software AG.
Hyperion Enterprise	Hyperion Enterprise is a financial consolidation, reporting, and analysis application and is used by the House to compile and generate the House of Representative's annual financial statements.

APPLICATION	DEFINITION
(PD) Procurement Desktop	A customized version of an AMS application that supports initiation of purchase requests and generation of purchase orders, solicitations, awards, orders, and other contract related documents for CAO-processed purchases and other Officers of the House. PD supports receiving information and management and tracking of status of purchase requests, contracts, purchase orders, and receipts.
Microsoft RMS	Microsoft Retail Management System (RMS) is a product suite that consists of *Store Operations* and *Headquarters. Store Operations* provides point-of-sale and back-office management capabilities at a single store location; *Headquarters* integrates Supply Store, Gift Shop and all warehouse location operations with a head office. This application allows users to enter sales and returns, generate receipts, lookup prices, query inventory, maintain records of sales of office supplies, maintain inventory, contains purchasing and receiving functions for inventory replenishment and generates charge-backs to offices which is passed back to FFS through the OSS/Office Supply Store monthly interface to FFS. The point-of-sale functionality will not be replaced by Atlas. The back-office management functionality as well as the integration with RMS' point of sale functionality is currently in scope for Phase II. The House's requirements for this functionality have been provided in the "Requirements Compliance Matrix."
Work Order Management System	A stand-alone mainframe application that enables customer tracking, work order scheduling and management for House Support Services. [Note that the mainframe work-order management system is not in scope for this project. However, there are specific work-order management requirements that are in scope which are defined in the "Requirement Compliance Matrix".]

Table 3-7 Function to System Mapping Table

Application/ Function	GL	Budget	Cost	AP	AR	Purchasing	Contracts	Inv	Asset Mgmt	Travel	Retail	Data Warehouse
CAPS		X		X		X						
FAIMS				X					X			
FFS	X	X	X	X	X	X						
FinMart												X
FRC								X				
Hyperion Enterprise	X											
PD						X	X					
RMS					X	X		X			X	

3.1.2.3 FUNCTIONAL APPROACH

For all processes (i.e. GL, AP, AR, etc.) the first working session is always a Requirements Review. The Requirements Review sessions are an opportunity to gather all House stakeholders to clarify the Functional Requirements before they are baselined for implementation and loaded into the Requirements Management Tool.

- **Requirements Validation** - The Atlas functional team and BIT reviewed the SOW requirements and proposed updates to support testability as well as the identified requirements that were no longer valid, should be deferred to a future phase, or require further discussion in the design phase. These proposed updates were reviewed by the business unit(s) responsible for the relevant functions. The purpose of this review was to clarify the existing House and JFMIP requirements and ensure complete agreement on a baselined set of requirements to propose updates to the requirements that will be validated during the design sessions.
- **Business Process Design** - Business Process Design occurs in two stages: Brainstorming and Formal Design. The purpose of the brainstorming was to develop an initial PeopleSoft process (a "straw-man") based on the PeopleSoft baseline processes, the House's business requirements as well as improvement opportunities identified by the BIT. The participants in these working sessions were the BIT analysts, House module leads/analysts and the integrator functional leads. Formal design sessions were/will be held to review the "straw-man" processes and make updates as needed with a larger group of Subject Matter Experts. The brainstorming sessions were completed for all processes during the Strategy stage. The status of the formal design sessions is provided in Section 3.1.2.4.
- **Impact Identification** - The Atlas functional team and BIT began to capture potential impacts and opportunities associated with the "straw-man" processes. Impacts include policy changes, training requirements, and changes to roles that staff performs that need to be addressed to prepare the institution to use PeopleSoft and the new process to execute its business. Opportunities to be identified include potentials for organizational re-design or improvements to customer service afforded by the new system. The BIT is responsible for seeing any business process change that requires CLT or CHA approval through that approval process in time to configure PeopleSoft to meet its testing schedule Impacts are reported to the Change Management Team after each design session for their consideration. After design sessions are completed the Change Management Team with the Module Lead, Product Lead, Module Analysts, and appropriate SMEs review the impacts to be sure the Change Management Team understands their implications.
- **Design Sessions** – The purpose of the Design Sessions is to finalize the House business processes as well as to identify Potential New Requirements (PNR), additional clarifications to the Requirements, identify Organization Impacts that must be addressed by the Change Management Team, identify miscellaneous follow-up issues ("Parking Lot Issues") that must be addressed, and facilitate a knowledge transfer from the House to the Offeror so that their team can configure the software and fulfill their Testing and Training responsibilities.

  The Offeror will schedule, organize and execute Design Sessions (and related working sessions mentioned below) for the modules that have yet to be addressed as well as Work Flow. House stakeholders and the Offeror will jointly participate in the Design Sessions to finalize Business Process Flows, Functional Requirements, and Organizational Impacts. Virtually all of the preliminary materials for the Design Sessions, including the Strawman "To-Be Process Flow Diagrams", have been completed. Twenty-two

  The House and the Offeror will agree to an approach for executing the remaining Design Sessions before they commence. This will include identification of roles and responsibilities, alignment of schedules and resources, and inclusion of the SMEs, BIT, and the OIG. The expectation of the House is that the Design Sessions will be accompanied by two other "types" of working sessions; the three categories of working sessions are:

- Requirements Review (AR and Budgeting outstanding) --- *the purpose is to review requirements and proposed clarifications by Atlas/BIT so that they can be baselined*
- Design Sessions (approximately four half day sessions for each sub-process-- there are 11 remaining sub-process design sessions) --- *a detailed description of the purpose follows this "bulleted" section*
- Final wrap-up session (1 for each process) --- *provide all Design Session Participants with details on the resolution of PNRs, Impacts, and Parking Lot Issues so that concurrence can be achieved*

For all Processes (i.e. GL, AP, AR, etc.) the first working session is always a Requirements Review. The Requirements Review sessions are an opportunity to gather all House stakeholders to clarify the Functional Requirements before they are baselined in the Requirements Management Tool. After baselining the Requirements there are four half day Design Sessions devoted to each sub-process (i.e. for AR --- "Create a Bill", "Cash Receipts", etc…). These sessions are intended to determine how to configure the software as well as provide initial insight related to interfaces, conversions, extensions, customizations, reports, workflow, and security. These sessions will uncover PNRs, "Impacts", and other issues ("Parking Lot Issues") that require follow up. The final category of working session is the "Wrap Up", and it is intended to bring closure to "PNRs", "Impacts", and "Parking Lot Issues". The activities associated with the Design Sessions follow:

- Explanation of sub-process
- Review "strawman" Flow Diagram
- PeopleSoft demonstration
- Identify/Document Impacts
- Identify/Document Potential New Requirements
- Review Benefits/Assumptions
- Review and get concurrence from the entire group on any changes to the Flow Diagram, potential new requirements, observations/impacts and parking lot items

During execution of design sessions, their execution was reviewed for improvements. The following lessons learned were implemented in subsequent design sessions:

- 2 concurrent sessions per week (i.e.2 sub-processes per week) is appropriate since some House participants need to attend multiple sessions and House participants need a day to complete other activities (means four days per week)
- It is estimated that most design sessions require two business days (4 half day sessions). Reasonableness is required for scheduling to adequately account for sessions that may require less than or more than two business days.
- Having back to back sessions for the same sub-process is preferred (4 half day sessions for each sub-process without a break)
- Prefer sub-processes not span weekends
- At least one day off per week (Wednesday preferred) is needed for preparation and research

- **Fit/Gap -** The purpose of Fit/Gap is to obtain approval on gap solutions and develop designs for any approved customizations and extensions. During requirements clarification, product leads reviewed the requirements and identified and confirmed requirement fits and gaps based on knowledge of module functionality, additional research, and knowledge gained during the pilot

phase. During brainstorming sessions, the Functional Team discussed possible business process changes to eliminate the gaps. This may also include new requirements identified during brainstorming/design sessions and approved in the Change Control Process.

Table 3-8 Key Functional Activities by Stage

Key Functional Activities by Stage	
Planning Stage – Completed for Phase I	▪ Define functional approach sections of the Implementation Plan, Project Management Plan, and Project Plan ▪ Define functional strategy and plan draft scope
Structure Stage	▪ Refine requirements ▪ Conduct business process design ▪ Document Workflow Designs ▪ Complete Configuration Design ▪ Conduct Fit/Gap ▪ Support the Technical Team with interface and conversion designs
Construct Stage	▪ Configure system ▪ Design security to document business roles and associated functionality by role ♦ Identify user roles by business function ♦ Define permissions needed for each role ♦ Detail access to system components by role ♦ Ensure compliance with security and audit policies in conjunction with Technical Team ▪ Support testing ♦ Unit test
Transition Stage	▪ Support training material development ▪ Finalize production data ▪ Support conversion reconciliation and review processes
Deploy Stage	▪ Support user training ▪ Provide post implementation support ▪ Support non-CAO rollout

3.1.2.4 FUNCTIONAL STATUS

The intent of this section is to detail the current status of the Design Sessions (22 of 40 have been completed), and list the more significant outstanding Functional activities identified by the current Project Plan.

Table 3-9 Completed Design Sessions

Design Sessions Completed
PO Requirements Review Session
PO #1 (Create Purchase Requisition)
PO #2 (Create and Approve Purchase Orders)
PO #3 (Create and Approve Purchase Orders with Solicitation)
PO #4 (Create Receipts)
PO #5 (Create Vendors)
PO #6 (Define Items)
GL Requirements Review Session
GL #1 (Daily)
GL #2 (Month-end)
GL #3 (Year-end)
GL #4 (Chargebacks)
GL #5 (SOD)
AP Requirements Review Session
AP #1 (Vouchers)
AP #2 (Recurring Vouchers)
AP #3 (Correcting Vouchers)
AP #4 (Payments)
AP #5 (1099 Reporting)
AP #6 (Advances)
AP #7 (Consolidated Billing/ Maintenance Plan Payments)
AP #8 (Vendors)

The remaining design sessions need to be executed and will need to be executed once the new integrator is on board.

Table 3-10 Outstanding Design Sessions

Design Sessions Outstanding
AR Requirements Review Session
AR #1 (Create Bills)
AR #2 (Create Receivables)
AR #3 (Cash Receipts)
AR #4 (Maintain Receivables)
CC Requirements Review Session
CC #1 (Execute Budgets)
CC #2 (Budget Planning Non-CAO only)
CC #3 (Resource Allocation)
AP non-CAO
CC non-CAO (Members/Committees)
CC non-CAO (Other Offices)
PO non-CAO
PO Wrap Up
GL Wrap Up
AP Wrap Up
AR Wrap Up
CC Wrap Up

3.1.2.5 REPORTS

3.1.2.5.1 *REPORTING REQUIREMENTS OVERVIEW AND APPROACH*

The value of a financial management system is derived from the information that it provides the user to make decisions. The applicable users include both internal and external entities. The House has provided the majority of our external reporting requirements in our Requirements Compliance Matrix. These include a variety of items including Financial Statements (both FASB – Financial Accounting Standards Board and FASAB – Federal Accounting Standards Advisory Board), Treasury Reporting (including, but not limited to, the SF-224, SF-1219, SF-1220, SF-1166, etc.), and various other reports required by Public Law (such as the Statement of Disbursements).

In addition to the reports provided in the Requirements Compliance Matrix, the House has identified approximately 100 supplemental reporting requirements as part of the work performed under the Planning and Structure stages of Compass. The vast majority of these reporting requirements are for internal use providing information to House employees to make decisions. These requirements can be placed into two categories: Legacy Reports (reports that are generated by one or more of the legacy systems) and New Reports (Reporting requirements that are a result of the To-Be processes and the design sessions).

The House anticipates that it will perform the bulk of the report design and development work for all supplemental reports and that the Offeror will perform the bulk of the work for any reports that are have specific requirements in the Requirements Compliance Matrix. The House intends to continue the report design and development activities on the supplemental reports including conducting fit/gap sessions with House subject matter experts to validate our mapping to PeopleSoft and with the creation of Functional Design documents for the supplemental reports. The House anticipates that it will need limited support from the Offeror as we finalize the design and perform the development activities. Design and development support should not have a significant impact on Offeror resources. However, all supplemental reports will need to be controlled by configuration management which is executed by the Offeror. The House will be responsible for system testing each discrete supplemental report. However, the Offeror may need to execute those reports again as part of system testing if the reports are part of an end-to-end process included in the system test. For example, results from one or more of the supplemental reports may be required to verify successful execution of a system test for a related process.

3.1.2.5.2 *REPORTING CONSIDERATIONS*

As an Offeror is evaluating the reporting requirements, there are several things to keep in consideration. The first item to keep in consideration is that all external reporting is mandatory and codified into Public Law, FASAB statements, or standard practice of the House. These reports must be presented in accordance with the applicable statute, standard, or regulation. Also, all internal reports must be focused on providing Member/Committee offices with the information they need to make decisions. They should be clear and easy to understand so the Member/Committee staff is not spending more than the necessary amount of time working on administrative activities which takes them away from legislative activities. The reports and their delivery mechanism will be crucial for the success of the project as it will help drive user acceptance of the system.

Additionally, there are specific elements of the reporting requirements that must be considered when making an offer to complete this project. First, the House currently uses two Agency Location Codes (ALCs) for disbursement. This often results in transactions from both ALCs to the same fund. Please detail your approach and the cost to handle this specific requirement as it relates to Treasury reporting. Also, the Statement of Disbursements is produced by the Government Printing Office (GPO) for the House. GPO uses the soft copies we send them to produce the hard copy reports available in the Legislative Resource Center. The current report output uses a Bell-Code around the text to enable the use of a GPO indexing program that builds the index. The uses of this code must be considered when making your offer as we are unable, at this time, to change the GPO program.

At this time the House anticipates moving to solely Federal Accounting Standards Advisory Board (FASAB) financial statements in the near future, but until that policy change is complete, the House will require the production of both FASAB and Financial Accounting Standards Board (FASB) financial statements. Please provide the House with the level of effort to configure both FASB and FASAB financial statements and to configure FASAB statements alone.

3.1.2.6 FUNCTIONAL DELIVERABLES

Table 3-11 Functional Deliverables

Functional Deliverables			
Compass Phase	**Deliverable**	**Purpose**	**Status**
3-Structure	Change Impact Assessment (Formerly BPR\BPI)	Assessment of how much business process re-engineering will be required for a successful deployment of the system.	Draft 0% – Predecessor Update Impacts GL 100% Update Impacts Purchasing 100% Update Impacts AP 50%
3-Structure	Concept of Operations	Design of how the House will conduct business using the new applications.	Draft 0% – Predecessor Module To-Be Process Designs

Functional Deliverables			
Compass Phase	**Deliverable**	**Purpose**	**Status**
3-Structure	Business Process Design	To-Be Process Designs	Draft 0% – Predecessor Overall Annotated Outline 100% Module Design Sessions Change Requests – note the Atlas Functional Team will continue to work on sections of this document during the period of this RFP.
4-Construct	Configuration Design (to include System Design Document, System Documentation, and Baseline documentation)	Design documentation for the system.	Draft 0%
5-Transition	BPR/BPI Report	Business process mapping for House long term system support, based on changes in business process flows brought about by configuration changes.	Draft 0%
5-Transition	User Manuals	Development of user manuals.	Draft 0%

3.1.3 Technical

3.1.3.1 GENERAL SYSTEM ENVIRONMENT

The House maintains a contemporary IT enterprise. For purposes of this response the Offeror may assume that the House will continue to upgrade and improve its hardware, software and network infrastructure consistent with modern business practices. For purposes of evaluating the House network capabilities/bandwidth the following is provided:

- The House is currently upgrading its ATM network backbone to single Gig-Ethernet Backbone.
- The House is currently upgrading its campus network desktop connections from a current shared 10Mbps Ethernet to a switched 100 Mbps Ethernet.
- All primary Member District Offices[2] have a 512 Kbps Frame Relay connection. Remaining Member District Offices have a mix bag of broadband (DSL or Cable)

[2] Members have a Washington DC office and one or more offices in their respective districts (Member District Office).

VPN connections or Frame Relay (56K to 512K). The House's current Internet Web Servers are designed primarily for providing static content and support approximately three million "hits" per day. The House is supports interactive browser-based applications.

- The House is currently beta testing a Plumtree-based enterprise portal for its intranet and will want to integrate PeopleSoft into that enterprise portal. Offerors should assume that they will participate in, and be primarily responsible for, both the design and configuration of the integration between PeopleSoft and Plumtree at the House. While the specifics of that integration have not yet been defined, the House's assumption is that the integration will consist of a combination of pagelets of PeopleSoft data and links to PeopleSoft pages contained within the enterprise portal (i.e., Plumtree pages will contain both pagelets of Atlas data and links to Atlas pages). Integration of Plumtree and PeopleSoft must be completely transparent to the user. The design of integration between Plumtree and PeopleSoft will be a joint activity requiring integrator participation, Plumtree configuration will be a House responsibility with integrator support (e.g., providing URLs for links), and any associated PeopleSoft configuration will be the integrator's responsibility."
- The House uses Microsoft Exchange as a centralized messaging capability.

The House maintains a heterogeneous application and database server environment. Current server operating systems are predominately Windows Server 2000, Windows Server 2003, or vendor-specific UNIX versions (e.g., Solaris).

3.1.3.2 NETWORK/SECURITY ENVIRONMENT

3.1.3.2.1 Secure Enclave

The House is currently in the process of installing and configuring a secure enclave within which all PeopleSoft hardware and software components will reside. The enclave consists of a set of router and firewall devices that will be configured to limit the connections to and from, and limit traffic between, PeopleSoft-related hardware components. Offerors should assume that they will participate in design sessions to determine the proper setup of PeopleSoft physical and logical components within the secure enclave. Note that the House expects the hardware provider, Unisys, to provide design expertise with respect to physical connections in and out of each server component. However, the Offeror's expertise will be needed when determining the configuration setups required for PeopleSoft and SQL Server processes to properly function. For example, the secure enclave design will need to take into account the ports used by PeopleSoft and/or SQL Server for communication between logical components, particularly when those logical components reside on separate hardware components.

3.1.3.2.2 Active Directory/LDAP Integration

The House intends to configure PeopleSoft to integrate with active directory for user authentication (i.e., single sign-on). Offerors should assume that they will be primarily responsible, working with House network, infrastructure, and security staff, to design the integration with active directory and for configuring PeopleSoft as required to integrate with active directory.

3.1.3.2.3 Email Integration

The House intends to configure PeopleSoft to integrate with the existing Exchange infrastructure for email, workflow notifications, etc. Offerors should assume that they will participate in, and be primarily responsible for, both the design and configuration of integration between PeopleSoft and Exchange. This will include, but not be limited to, SMTP server setup and configuration of Microsoft Exchange server in the Portal application to provide users with access to their organizational email from their Portal homepage (e.g., via an email pagelet). In addition, the integrator will be expected to configure PeopleSoft for integration with wireless devices to include, but not be limited to, Blackberry devices. The purpose of wireless integration will be to support two-way communication for email, workflow notifications, approval requests, and responses and actions in response to workflow and approval requests.

3.1.3.3 COMPLIANCE WITH HOUSE SECURITY POLICIES

All technical work must comply with stated House security policies. All relevant project documents have been crafted and reviewed to meet this requirement. House technical security policies are contained in House Information Security Policies (HISPOL's) and security configuration guidelines are contained in House Information Security Publications (HISPUB's) and the integrator must comply with these documents. The above reference policies can be found at http://www.house.gov/cao-opp/currentsol.htm

3.1.3.4 HARDWARE ENVIRONMENT

The House's PeopleSoft application and database software is installed on Unisys hardware under a Windows operating system. Web-tier and application-tier servers run on the 32-bit version of Windows Server 2003 while the database-tier servers run on the 64-bit version of Windows Server 2003. The hardware is divided into three physical environments as described in the following table:

Table 3-12 Hardware Environment

	Production	Disaster Recovery	Test/Development
Web Tier Servers	Six Unisys EL-3120: Two 2.8 GHz Intel Xeon processors, 2 GB RAM per server	Six Unisys EL-3120: Two 2.8 GHz Intel Xeon processors, 2 GB RAM per server	Two Unisys EL-3120: Two 2.8 GHz Intel Xeon processors, 2 GB RAM per server
Application Tier Servers	Unisys ES-7000/520: Two cells with eight 2.8 GHz Intel Xeon processors and 16 GB RAM in each cell. Both cells active.	Unisys ES-7000/520: Two cells with eight 2.8 GHz Intel Xeon processors and 16 GB RAM in each cell. Both cells active.	Unisys ES-7000/520: Two cells with eight 2.8 GHz Intel Xeon processors and 16 GB RAM in each cell. Both cells active.

	Production	Disaster Recovery	Test/Development
Database Tier Servers	Unisys ES-7000/420: Two cells with eight 1.5 GHz Itanium processors and 16 GB RAM in each cell. The two cells are clustered for high availability, but in active/passive mode with only one cell active and the other cell available for failover.	Unisys ES-7000/420: Two cells with eight 1.5 GHz Itanium processors and 16 GB RAM in each cell. The two cells are clustered for high availability, but in active/passive mode with only one cell active and the other cell available for failover.	Unisys ES-7000/420: One cells with eight 1.5 GHz Itanium processors and 16 GB RAM.
Server Senitel[3] Servers	One Unisys EL-3120: One 2.8 GHz Intel Xeon processor. 1 GB RAM.	One Unisys EL-3120: One 2.8 GHz Intel Xeon processor. 1 GB RAM.	Test/Development will share either the production or disaster-recovery Server Sentinel hardware.

The House has a support contract with the hardware vendor, Unisys, to provide technical support for Atlas hardware. House Information Resources and Unisys will be responsible for hardware, operating system, network integration and configuration, data storage (e.g., SAN), and backup/recovery processes (i.e., Symantec/Veritas Netbackup Enterprise Server). The integrator will be expected to provide advice from time to time and to participate in design discussions with respect to hardware configuration, network integration, SAN migration and configuration, backup and recovery processes, etc. For example, the integrator's expertise may be required to determine which ports need to be open between hardware components within the secure enclave--based on the way PeopleSoft components communicate. However, the integrator's role in these areas will be advisory and should not significantly impact integrator resources.

At present, the House uses an interface staging area for receiving inbound files from several of its external vendors. This staging area, “demilitarized zone” (DMZ), is used to temporarily store inbound data from key external vendors like Office Max and Perrier Group prior to the House retrieving these data. The House adopted the use of this intermediary interface staging area to eliminate the need to provide external vendors with direct access to its internal systems. The DMZ acts a security barrier between the House and its vendors.

In the current environment, a DMZ server has been established outside the House’s firewall. This DMZ server is hosted and operated by Department of Interior (DOI). Vendors post their interface files to this server and the frequency varies from vendor to vendor. DOI then retrieves these files from the DMZ server and posts it to a secured mainframe server. Once these vendor files are available on this internal secured server, it is used by FFS interface programs to update the appropriate FFS financial and vendor information.

The House may or may not want to continue using a DMZ server approach for receiving information from trading partners depending on the final design for each of the interfacing systems. The Offeror

[3] Server Sentinel is Unisys’ proprietary software for monitoring their servers. Server Sentinel is essentially an extended/enhanced version of NetIQ 6.0.

should assume that they will need to work with the House to set up and configure a DMZ server for PeopleSoft

3.1.3.5 PEOPLESOFT SOFTWARE ENVIRONMENT

For purposes of this document, a PeopleSoft "instance" is defined as a combination of logical web, application, and database servers for a given PeopleSoft product line (e.g., Financials, Financials Portal, EPM, HR, etc.) regardless of the physical server or servers on which the software is installed. A PeopleSoft "logical environment" is one or more instances that are established to work together as a unit. For example, the development "environment" will consist of a Financials instance, a Portal instance, and an EPM instance. Note that the House is using BEA Weblogic for the web tier.

PeopleSoft does not require the logical web, application, and database servers for a given PeopleSoft product line to be on separate physical devices. However, the House has decided to have separate hardware for each software tier (i.e., web, application, and database). Only the production logical environment will reside on the production and production backup hardware sets. All other logical environments (e.g., development, prototype, system test, training, sandbox, etc.) will reside on the test/development hardware set.

Details of the applications versions and modules being used are as follows:

Financials/Supply Chain 8.9

- Activity based Management
- Asset Management
- Contracts
- eProcurement
- Expenses
- General Ledger
- Payables
- Projects
- Purchasing
- Receivables
- Inventory

EPM 8.9

- Budget Planning and Budgeting

Enterprise Portal 8.9

- EPM Portal Pack
- Directory Interface
- Financials Portal Pack

Reporting

- PeopleSoft Query
- SQR
- Crystal Reports
- nVision

3.1.3.6 INTEGRATOR SOFTWARE SUPPORT

Offeror will be expected to provide primary technical support for all non-production environments and databases through Phase I go-live and to provide production back-up support for at least 90 days after Phase I go-live. Offeror will also be expected to provide House staff with mentoring and knowledge transfer during the implementation sufficient to allow House staff to independently manage all PeopleSoft applications and databases after go-live. It is assumed that if Phase II is executed with Offeror, that the Offeror will be primarily responsible for a set of non-production Phase II environments through Phase II go-live and to provide backup support for at least 90 days after Phase II go-live.

3.1.3.7 BACKUP AND RECOVERY, CONTINUITY OF OPERATIONS

3.1.3.7.1 Back-up and Recovery

The House is currently developing a comprehensive approach to backup and recovery for Atlas data. The integrator will be expected to review and validate the approach and provide suggestions for improvement or revision, if appropriate, to improve and/or simplify those processes.

3.1.3.7.2 Continuity of Operations

The integrator will be required to deliver a Disaster Recovery Plan (see list of technical deliverables in Section 3.1.3.12) for the system. House Information Resources (HIR) is currently developing, with contractor support, a comprehensive disaster recovery strategy and plan for all systems. The integrator should assume that they will work with the Atlas project team, and also with HIR resources and their contractors, to develop this deliverable.

3.1.3.8 CAPACITY AND GROWTH

The House currently employs 11,000 employees and plans to run a number of PeopleSoft applications--Financials, Supply Chain, Enterprise Portal and Enterprise Performance Management (EPM).

It is estimated that there will be a maximum of 450 concurrent users for the online and self service modules. All of the users will access the applications through the Enterprise Portal, so the total number of concurrent users is estimated to be 900 – 450 for online and self service and 450 for the Enterprise Portal. In addition there are an estimated maximum of 78 concurrent report users.

Growth is estimated to be 3 – 5% per year. There are a number of developers that will utilize the development and test systems. The expected peak of training users is 50 concurrent users.

Based on experience during the Pilot phase, it is estimated that the production database will require approximately 200 Gb of storage after Phase II go-live and that the maximum storage for the remaining environments (test, development, training, volume test, etc.) will be approximately 800 Gb of storage. The Offeror will assist the House in validating these estimates during the course of the implementation to ensure that sufficient storage is available to support the system and to assist House Information Resources in planning for SAN storage.

3.1.3.9 INTERFACING SYSTEMS

The House has a number of internal systems that will need to interface with PeopleSoft either on a long-term or interim basis. In addition, the House has relationships with a number of external entities which have systems that will need to interface with PeopleSoft. This includes commercial trading partners as well as other government entities.

The following table provides a list of all interfaces to and/or from internal House systems.

Table 3-13 Internal (House) Interfacing Systems

Name, Frequency, and Source System	Inbound/ Outbound	Function
Fixed Asset and Inventory Mgmt System (daily & monthly) (Oracle Financials Asset Module)	Inbound	The House's custom version of AMS' Procurement Desktop (PD) system has custom views of Oracle tables that are used to present data for all receipts of goods and services, addresses, and vendors. That data is imported into the House Fixed Asset and Inventory System (FAIMS). Both systems run on Unix operating system versions (Aix and Unix) and Oracle databases. After Atlas goes live in Phase I and prior to Atlas replacing FAIMS as part of Phase II go live, PeopleSoft will need to provide data comparable to the current PD views to FAIMS. The high-level design approach could be to build a custom Oracle table on the PD server that mimics the current PD views that is used by FAIMS. This custom table will then be populated with data extracted from PeopleSoft and transformed as required to support the current PD-to-FAIMS interface model. The integrator will be responsible for working with House subject matter experts to understand the data presented in the PD views and to design and build processes to select, extract, and transform PeopleSoft data that can then be imported into the custom Oracle table or tables to mimic the current PD views. The intent is to mimic the current PD views and data structures so the FAIMS interface process does not have to be modified.
Payroll (monthly) (Lawson HR Payroll System)	Inbound	To record gross payroll amounts (i.e., gross employee amounts and gross government contributions).
Retail Management System (RMS) (monthly) (Microsoft RMS/Great Plains Accounting)	Inbound	To record inter-office transfers (i.e., inter-office expense to one office and inter-office revenue to another office) for office supplies and flag purchases.

Name, Frequency, and Source System	Inbound/ Outbound	Function
House Photo Studio (PIX) (monthly) (CTS/Remedy)	Inbound	To record inter-office transfers (i.e., inter-office expense to one office and inter-office revenue to another office) for photography services.
House Graphics Studio (monthly) (CTS/Remedy)	Inbound	To record inter-office transfers (i.e., inter-office expense to one office and inter-office revenue to another office) for graphics services.
House Recording Studio (HRS) (monthly) (Custom House Application)	Inbound	To record inter-office transfers (i.e., inter-office expense to one office and inter-office revenue to another office) for recording and audio services.
Telecom (OTX) (monthly) Symphony Services	Inbound	To record inter-office transfers (i.e., inter-office expense to one office and inter-office revenue to another office) for telecommunication and related costs.
Student Loan (monthly) (Lawson HR Payroll System)	Inbound	To create an outgoing payment to pay student loan holders on behalf of House employee's whose loans are being repaid under the student loan program.
FINMART (daily) (MicroStrategy/SQL Server)	Outbound	Extract of general ledger data and associated reference data to custom data warehouse.

The following table provides a list of all interfaces to and/or from internal House systems.

Table 3-14 External (non-House) Interfacing Systems

Name and Frequency	Inbound/ Outbound	Function
Federal Reserve Board (FRB) (daily)	Outbound	To transmit daily disbursement files.
Treasury (daily)	Outbound	To transmit daily disbursement files.
Transit (monthly)	Inbound	To receive and process a payment request to disburse to Dept. of Transportation for Metro fare cards associated with transit benefit program.

Name and Frequency	Inbound/ Outbound	Function
Bottled Water (monthly)	Inbound	To receive and process a payment request to pay Perrier Group for bottled water.
Cingular (monthly)	Inbound	To receive and process a payment request to pay Cingular for wireless communications charges.
Online Ordering (monthly)	Inbound	To receive and process a payment request to pay Office Max for on-line office-supply purchases made on-line by various offices.
Federal Express (weekly)	Inbound	To receive and process a payment request to pay FedEx for package delivery services.
United Parcel Service (UPS) (weekly)	Inbound	To receive and process a payment request to pay UPS for package delivery services.
U.S. Postal Service (USPS) (monthly)	Inbound	To receive and process a payment request to pay the Post Office for delivery services.

Table 3-15 Estimated Number & Types of Users

Functional Area	***Casual Users—*** *Read only or informational users,* ***utilizing ad hoc query and pre-established reporting functionality.***	***Light User—*** ***Conduct transactions on a regular but not daily basis. Queries information.***	***Heavy User—*** *Named/Operational users* ***with almost full-time system interaction.***
Accounting and General Ledger		17	27
Asset Management	1200	150	32
Budget Formulation and Execution		1200	26
Inventory Management	1200	150	38
Payment Management		1200	77
Purchasing		1200	100
Receipt Management	1200	140	10
Contract Life Cycle	1200	60	15
Cost and Managerial Cost Accounting	1200	50	5
Travel Vouchers		1200	0

3.1.3.10 CONVERSION

While there are several other systems used by the House to conduct the functional areas within scope of this project, there are four main legacy applications within scope, and which represent the greatest volume of data to be converted. Offerors must accept the approved Atlas Conversion Strategy.

- Federal Financial System (FFS), an AMS mainframe-based commercial off-the-shelf (COTS) product, modified by the House and operated through a cross-servicing arrangement with the Department of Interior's National Business Center. This is the House core financial management system.
- Procurement Desktop (PD) is a customized version of an AMS application that supports initiation of purchase requests and generation of purchase orders for CAO-processed purchases and other Officers of the House. PD supports solicitations, contracts, orders, BPA setups, BPA calls, receipts of goods and services, and other contract-related documents. It also serves as a front-end tool for purchase requisitions and simplified purchase orders.
- FAIMS (Fixed Asset and Inventory Management System) is a customized Oracle Financials system for managing House assets that runs on the Solaris operating system and an Oracle database. In addition to asset management functions, FAIMS establishes and submits payment requests to FFS and receives data from Procurement Desktop.
- FRC is a mainframe based inventory management application. It may have its inventory data converted to FAIMS prior to implementing the inventory module of the Atlas.

The data conversion activities will be conducted at the House Washington, DC Campus. The House will be responsible for proper identification and extraction of data to be converted from source systems (i.e., systems other than PeopleSoft). The integrator will also be responsible for designing, building,

unit testing, and system testing all processes to load data into PeopleSoft. To summarize, the House will be responsible for extracting required legacy data and performing any necessary data cleansing prior to or during the extract process. The integrator will be responsible for designing, building, and testing all processes required to transform legacy data into the proper format for loading into PeopleSoft and all processes required to load the data into PeopleSoft. The integrator will also be responsible for final execution of conversion.

3.1.3.11 KEY TECHNICAL ACTIVITIES

Table 3-16 Key Technical Activities by Stage

Key Technical Activities by Stage	
Planning Stage – Completed for Phase I	▪ Define technical approach sections of the Implementation Plan, Project Management Plan, and Project Plan ▪ Define technical strategy and plan draft scope
Structure Stage	▪ Reinstall and Upgrade 8.8 Financials to 8.9 Financials ▪ Define Row Level Security Design ▪ Review Technical Architecture Requirements ▪ Assess and Define Performance Monitoring Requirements and Impact ▪ Define Infrastructure Technology Design ▪ Define Conversion Plan and Design, Disaster Recovery Plan, Security Evaluation Report, Interface Plan and Design, and Unit Test Plans ▪ Discuss Business Requirements with Functional Team
Construct Stage	▪ Build Comprehensive Technical Architecture ▪ Define System Security and Internal Control Specification ▪ Develop and Build Customizations ▪ Develop and Build Conversion Processes, Interfaces, Reports, Workflow, and Application Security

Key Technical Activities by Stage	
Transition Stage	▪ Interface Atlas Project with House Web Portal ▪ Build Integration with Active Directory for Single Sign-on ▪ Create Production Support, Disaster Recovery, and Go-Live Contingency Approaches ▪ Conduct Conversion Dry Run(s) ▪ Test Cutover and Disaster Recovery Plans ▪ Create Production & Maintenance Support Plan & Guides ▪ Create Operations Manual
Deploy Stage	▪ Perform Cutover ▪ Execute Conversion ▪ Go-Live ▪ Provide Post-Go-Live Support

3.1.3.12 TECHNICAL DELIVERABLES

Table 3-17 Technical Deliverables

Technical Deliverables			
Compass Phase	**Deliverable**	**Purpose**	**Status**
1-All	DBA & System Audit and Review Reports	Document System Audit reports that are to be run, the parameters to select, how frequently and by whom the reports will be executed, and who should receive/review them.	Delivered Monthly
2-Planning	Security and Internal Control Plan	Plan for ensuring delivered process and systems meet security and control requirements of the House.	Delivered and Approved
3-Structure	Infrastructure Technology (Technical Infrastructure Plan) Design	Design for infrastructure to support the applications and end user community. Includes environment topology, environment configuration, disaster recovery configuration, operating system, database, software, network, technical infrastructure.	Draft Delivered and Under Review
2-Planning	Conversion Strategy	Strategy for successful cut over from legacy system to proposed solution.	Delivered and Approved
3-Structure	Conversion Plan and Design	Detailed plan and design for conversion programs and processes as well as for successful cut over from legacy system to proposed solution.	Draft 0% Annotated Delivered and Accepted

Technical Deliverables			
Compass Phase	**Deliverable**	**Purpose**	**Status**
3-Structure	Disaster Recovery Plan	Plan to ensure the continuity of technical operations at the House	Draft 0%
3-Structure	Instance Plan/Environment Strategy	Plan to support development, test, and production environments effectively.	Delivered and Approved
2-Planing	Interface Strategy	Register of all interfaces for the system. Includes interface approach, tasks, roles and responsibilities, interface types (description, transmission, distribution, file content and volume information), Enterprise Integration Points (EIPs).	Delivered and Approved
3-Structure	Interface Plan and Design	Detailed plan and design for each of the Interfaces.	Draft 0%
3-Structure	Row-Level Security Design	Detailed design for row-level security to limit access to rows of data in the on-line system and in reports based on organization (provided organization values are available on the data row).	Draft 0%
3-Structure	Security Evaluation Report	Evaluating security of applications meet with predefined guidelines of the House.	Draft 0%
3-Structure	Unit Test Plan	Development of unit test plan.	Draft 0%
4-Construct	Conversion Code	The development of conversion programs required to convert from legacy to proposed system.	Draft 0%
4-Construct	Customization Code	Coding of extensions required to support non-standard functionality. Includes reports.	Draft 0%
4-Construct	Customization Design	High level and detailed design of extensions required to support non-standard functionality. Includes reports.	Draft 0%
4-Construct	Interfaces Code	Coded programs for interfacing with external and internal House systems.	Draft 0%
4-Construct	System Security & Internal Control Specification	Design of security and the House's business security requirements.	Draft 0%
4-Construct	Unit Test Accreditation and Analysis Report - Unit Testing Results (to include conversion, interfaces, customizations, extensions, configuration changes, patches and updates unit testing)	Report of results from unit test.	Draft 0%
4-Construct	Unit Test Scripts (to include conversion, interfaces, customizations, extensions, configuration changes, patches and updates unit testing)	Development of scripts for unit test plan.	Draft 0%

Technical Deliverables			
Compass Phase	**Deliverable**	**Purpose**	**Status**
5-Transition	Operations Manual	Manual that contains batch process schedules, interface schedules, backup schedules, recovery procedures, roles and responsibilities.	Draft 0%
5-Transition	Production & Maintenance Support Guides	Manuals that describe maintenance, updates, patches, fixes procedures, maintenance support, security procedures, database administration, network support and monitoring, table maintenance, enhancement processes.	Draft 0%

3.1.4 Change Management

Implementing PeopleSoft at the House will permit the House to systematically improve its business processes as it takes advantage of PeopleSoft's inherent best practices and as it examines how it currently does business. These improvements will inherently bring changes to the way customers are served by the CAO and how CAO support staff carry out their tasks in delivering excellent customer service. The CAO has created a Business Improvement Team (BIT) which is an integral part of the Atlas implementation. All organizational change management activities are coordinated by the Atlas Change Management Team.

Unless the changes which come about by Atlas implementation are managed properly the project will not be a success even if the technical and functional implementation is completely successful. Customer and staff ownership of the new process is critical.

This section discusses the elements that are engaged in Change Management activities and their coordination. The integrator will need to provide a Change Management Lead, a Training Lead, and other change management staff support.

3.1.4.1 BUSINESS IMPROVEMENT TEAM

The House is committed to improving its business processes in conjunction with the implementation of PeopleSoft. To this end, the House will require the Offeror to proactively identify ways in which the PeopleSoft package can be configured to support changes in business processes. The Business Improvement Team (BIT) is responsible for end-to-end business processes – not just the portions of a business process that are conducted in a system – and has documented selected business processes at the House which interact with or depend on the financial system of record. The BIT is charged with (a) ensuring that configuration options in PeopleSoft maximize the effectiveness and efficiency of House business processes, and (b) ensuring that House business processes are reengineered where appropriate to maximize the utility of the PeopleSoft software in the House environment.

The Offeror must be aware that it will be responsible for proactively suggesting the best possible way of configuring PeopleSoft to meet the needs of the House environment. The integrator should provide alternatives if there is more than one reasonable way to configure the application to meet the House's needs. The BIT is not in a position to know all the options that exist in PeopleSoft, and so it will depend on the Offeror to make those options known in preparing for each design session. The Offeror must also understand that changes to House business processes will be considered where necessary to take advantage of PeopleSoft's functionality, and that the Offeror shall have a duty to make such suggestions at the appropriate time and in the appropriate context. The BIT is responsible for evaluating such changes to business processes at the House and will work closely with the Offeror as the BIT prepares justifications to the project manager, the CAO and the Committee on House Administration (CHA) to shepherd those changes through the approval process at the House. These justifications shall take the form of business cases, and the Offeror shall support the BIT in writing such cases. The BIT is primarily responsible for writing these business cases but may rely on the Offeror's assistance in defining and capturing system metrics essential to making those business cases. The BIT shall be considered an integral part of all but the most technical elements of the Atlas project and will expect to participate in all relevant meetings, discussions and documentation efforts.

The House is interested in minimizing or eliminating customizations to PeopleSoft solely to accommodate House business practices, except in cases where statute or House rules preclude the use of standard PeopleSoft configurations. However, changes to statute or House rules may be possible if sufficiently-compelling justifications can be developed. The Offeror shall work closely with the BIT and the rest of the Atlas team in such cases to develop those justifications

3.1.4.2 CHANGE MANAGEMENT TEAM

3.1.4.2.1 Approach

The Atlas CM team meets weekly. Meetings are chaired by the Integrator CM Lead. The Integrator CM Lead establishes the agenda in conjunction with the House CM Lead. The Integrator is responsible for providing meeting notes for each meeting to the team. Meeting notes will contain action items as required. The Integrator Change Management Lead will initiate the agenda, but all members may add topics.

It is the responsibility of this team to see that (1) information from their area of responsibility is shared with the team in a timely and useful manner (2) so that each team member can see that the institution is prepared for and properly managing change resulting from and required by implementation of PeopleSoft. It is the responsibility of this team to see that efforts are coordinated, complete, and executed in the proper sequence and schedule.

The Integrator Change Management Lead is responsible for identifying, with the help of all team members, the activities that must be undertaken and coordinating them for effectiveness, and completeness. Because of the size of these efforts and their impact on the success of the entire project, all members must be proactive in identifying areas for review and action and sharing their observations and criticisms with the group. No single person alone will be able to identify all issues.

The Change Management Team is the coordination center for managing institutional change resulting from implementation of PeopleSoft and the effort to take advantage of it to improve customer service. A schematic way of looking at its process is:

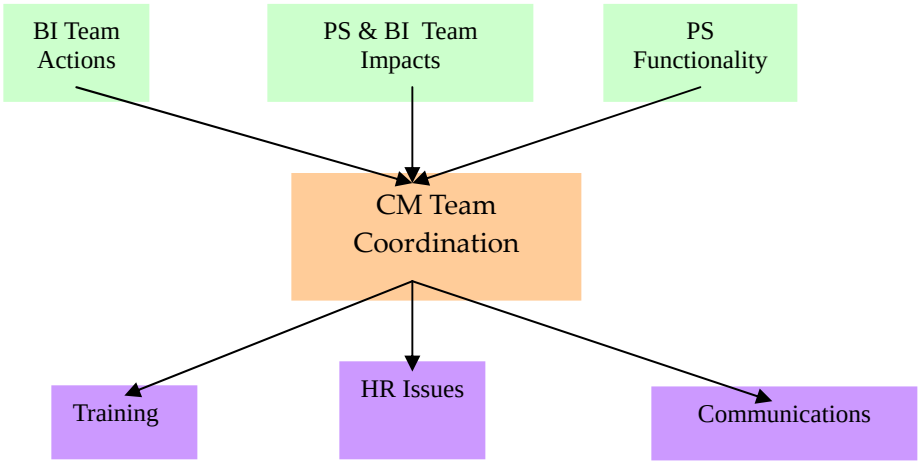

Figure 1 Schematic view of CM Team process

The CM Team, using information from the Business Improvement Team (BIT), Functional Lead, and PeopleSoft functionality will coordinate training and communications as well as related Human Resource issues in its efforts to prepare the institution for use of PeopleSoft in accordance with the CAO's mission and goals.

Coordination in this case is not limited to collating information and coordination of execution of various change management related tasks, but includes education of other members of the team so that the final products can be well formed and thus have a better chance for success. Instructional change issues must be identified, analyzed, resolutions (when required) devised, and tracked to completion. Because of their complexity, the team will need to work together in uniting their expertise to fully flesh out the issues and their resolutions.

The Change Management Team has developed tools to help it see that status of the institution for use of Atlas. These tools are Readiness Groups and Key Performance Indicators.

The Change Management Team has identified Readiness Groups. Readiness Groups are logical groupings of stakeholders and other individuals impacted by Atlas implementation. A profile has been created for each group so that communications can be focused and specific measurements taken to evaluate that group's readiness for use or support of Atlas.

The Change Management Team has also developed Key Performance Indicators which will be taken periodically for each Readiness Group to measure the institution's readiness for using Atlas.

The Change Management Team will systemically review these measures, evaluate them, and develop appropriate responses so that users and supports will be positioned for successful deployment and use of PeopleSoft. The Offerer is expected to help perfect these measures, evaluate their findings, and develop appropriate responses.

Table 3-18 Change Management Team Membership

Change Management Team	
Business Improvement Lead	Develops new policies and procedures. Is responsible for requesting and following any changes which require CAO or CHA approval. It will also track changes in existing business units required by PeopleSoft functionality.
Change Management Lead	Responsible for coordinating all change management activities.
Committee & Member Staff Liaison	Functions as key liaison and advocate for Members and Committee staff in all phases of implementing PeopleSoft.
Communications Lead	Is responsible for all communications regarding the Atlas project, including managing the House contract with JDG Communications. JDG participates in Atlas CM Team meetings.
Functional Lead	Is responsible for seeing that impacts of PeopleSoft configurations are identified and transmitted to the Atlas CM Team.
Human Resources Lead	Is responsible for identifying changes in personnel roles and responsibilities resulting from PeopleSoft configurations and seeing that CAO personnel management activities are fully coordinated with Atlas
Integrator Change Management Lead	Integrator
Project Manager	Participates in weekly Atlas CM Team Meetings.
Training Lead	Is responsible for developing an approach and seeing that it is executed for training Atlas team members and all Atlas users.

3.1.4.2.2 Change Management Deliverables

Table 3-19 Change Management Deliverables

Change Management Deliverables			
Compass Phase	**Deliverable**	**Purpose**	**Status**
2-Planning	Stakeholder Analysis	Analysis of stake holder positions so as to understand amount of change management efforts that will be required for successful implementation.	Delivered and Approved
3-Structure	Change Management Plan (to include Change Architecture/Success measures/goals and Change Management Documentation)	Build framework for change management success. Describes the approaches to change management, executive alignment, stakeholder management, impact analyses, communications, and training.	Delivered and Approved
3-Structure	Customer Interview/Survey Report	Develop mechanisms to capture customer feed back.; analyze feedback to understand if customer needs are met; deliver report showing feedback, changes to be made moving forward to address any needs	Draft 0% – Predecessor Modify KPI document 25%
3-Structure	Customer Care Approach (Informal)		Annotated Outline Approved Draft 25%

3.1.4.3 TRAINING

The House Training team is currently working on completing the Training Schedule based upon the Compass annotated outline for this deliverable. The Offeror will need to review this work product and provide guidance for completion in accord with their approach to training. The training program will be multifaceted to include classroom training, train the trainer, UPK and computer based training (CBT), and training that would support the knowledge transfer approach. The primary objective of the training plan is to ensure the House staff received the knowledge, skills, and training needed to support the successful implementation of PeopleSoft as well as for meeting ongoing training requirements.

This training program will include technical, as well as end-user training. The integrator will be responsible for assisting in planning and executing the training approach. The Training Approach includes a completed Training Needs Analysis, the Training Strategy (TS) and a high level Course design. The TS includes activities like; outlining objectives, establishing key performance indicators, establishing a training method (e.g. role based versus process based), etc. The Course Design should specify the course titles, develop the course objectives, map course titles to user groups, estimate

course durations etc. The House's approach for the training is organized around three different user groups.

1. Power/Technical User – Staff responsible for system configuration (e.g. application level). This includes module leads and analysts. Staff would receive in-depth technical training necessary for the implementation and technical support of the Atlas project. Training schedule for this group have been well documented and the House continues to move forward in following this schedule.
2. CAO User – Staff who must know the capabilities of the product and are actual users of the systems within CAO. The job functions include accounting and general ledger, budget, purchasing, contract management, inventory and asset management, payment and receipt management, and cost accounting.
    a. Back office operation user – The System Integrator would conduct the training sessions for each functional area.
    b. Desktop users – The System Integrator would conduct train the trainer sessions with the House training staff. The House trainers would train CAO staff and non-CAO staff who are users in the initial rollout.
3. Member and Committee User – staff who must execute their business processes using PeopleSoft. Job functions are: budget and accounting and personnel; purchasing; invoicing and travel vouchers; and projections. The System Integrator would conduct train-the-trainer sessions for the House training staff. The House trainers would train all Member and Committee staffers.

The following table list the anticipated number of students in each training category.

Table 3-20 Training Student Load

Functional Titles	CAO Staff	Member and Committee Staff
Commitment Control	36	0
Payables	197	660
Budgeting	118	660
Receivables	75	0
Purchasing	259	0
General Ledger	34	0
Reporting	299	660

The Potential Offeror will detail in writing on how they will complete the unfinished training activities e.g. course design, UPK design and development. The scope must describe the overall training strategy, determination of the curriculum, mapping the most effective training program to different user groups and trainee groups. The Offeror must provide staff that is proficient in the PeopleSoft product and knowledgeable about instructional design and principles of adult learning.

The goal of the training is for all students to achieve a functional mastery of the specific area(s) they are assigned. Both contractor and House training staff will work jointly on identifying and preparing student performance objectives (what will be expected of the student) after completing Training Needs Analysis and the annotated outline of the Training Plan based on the compass methodology.

The contractor must detail its training program, including capabilities for educating technical staff and end users using adult learning principles. When proposing end user training, the contractor must address the following: initial training, refresher training, training for Members and high level staff, and training scheduling difficulties and how they will be overcome.

Contractor will work jointly with House training staff to furnish all training documentation, practice samples and reference guides, job-aids that use real situations that apply to the House process. The Contractor will provide proposed design outline for training documentation. The contractor will provide consultation on designing and developing the course materials using the PeopleSoft UPK (User Productivity Kit). The House intends to use UPK for user manuals, training materials, and for user acceptance testing scripts.

The House has state-of-art classroom facilities which will be used for all classroom training. The House will be responsible for providing computer and projection equipment.

3.1.4.3.1 Training Deliverables

Table 3-21 Training Deliverables

Training Deliverables			
Compass Phase	**Deliverable**	**Purpose**	**Status**
3-Structure	User Roll-out Training Approach - high-level approach	Development of training roll-out plan.	Draft 0%
5-Transition	Training Materials (Instructor and Student Course Materials)	Development of instructor course materials.	Draft 0%
6-Deploy	Training Evaluation Summary	Capturing and analyzing feed back from the educated community to ensure that training objectives were met.	Draft 0%
6-Deploy	Training/Learning Plan (Systems Rollout) (to include Course Summaries/Synopses, Course Schedule)	Phased implementation of training.	Draft 0%

3.1.4.4 CUSTOMER CARE

The House is requiring the Offerors to propose a Customer Care Program which focuses on post implementation support solution per phase for the project life cycle (vs. product life cycle). The purpose of this solution is to ensure the House has the necessary resources and skill sets to support the system, the business and the organization after each phase. It is anticipated this would be accomplished through the transition portion of each phase. This is not intended, as part of this contract, to be a sustainment solution after all the phases of the project are complete. As the House transitions into a production environment with the new system it is anticipated all the changes (e.g. process, culture, and technology) will require support. The Offeror must consider all relevant factors associated with an implementation of this scope from deployment to transition to sustainment, while leveraging the House

support structure as described below. This solution is the support component of change management described in section 3.1.4.4 and is the foundation for a full product life cycle customer care program. For the purposes of this contract the Customer Care program is to ensure post implementation support per phase of the project.

The CAO is currently in the implementation stage for a new Customer Services Delivery Model (CSDM). This will use tiered customer support. Initially it will be devoted to providing complete customer care for Atlas. The selected Offeror will need to participate in integrating its customer care approach with CSDM. The integrator Customer Care lead participates in Change Management Team meetings.

The Offeror must describe all aspects of a Customer Care program, including various levels of support, which best utilizes the House support structure and best practices, including the role of the House, the selected software vendor, and the Offeror. Detailed descriptions of each level of customer service must be described, with the terms and conditions of each problem resolution step clearly outlined. In their written response, Offerors must describe in clear detail how the House Atlas project will be supported in terms of problem resolution and the customer care processes during the life cycle of the project.

The Offeror must also describe the approach to trouble resolution, so that an understanding of the triage process between system issues and user errors can be understood. An example is noted below:

Table 3-22 Problem Triage

Type of Problem	Approach to Resolution	Response Cycle Time
Bug in program	*After trouble ticket is assigned, send to development staff for discovery.*	*8 hour updates of status*
System doesn't respond to user per instructions	*After trouble ticket is assigned, send to Care representative to schedule resolution session to facilitate user in clarifying interaction confusion.*	*30 minute response time*

3.1.4.4.1 Process

The Offeror must outline the process by which Customer Care is conducted. The scope of Customer Care must include all aspects of the support of the functional and systems requirements of Atlas across all types of users.

3.1.4.4.1.1 *Levels of Support*

Offerors must outline the levels of support, the scope and definition of these levels, and the roles and responsibilities of the associated Customer Care staff.

Table 3-23 Levels of Support

Customer Care Level	Scope and Definition	Customer Care Staff Title and Skill Level	Roles and Responsibilities of Associated Customer Care Staff

3.1.4.4.1.2 *Escalation*

The Offeror must outline the escalation procedures that will enable the House to appropriately accelerate resolution should there be a delay or service issue. The Offeror must outline the span of control of the escalation points. An example is noted below:

Table 3-24 Escalation Procedures

Escalation Point	Span of Control	Escalation Results Expectation
Care Supervisor	Performance and effectiveness of customer care rep (performance, attitude, administration & follow-up…)	A Care Rep that is not respectful will be counseled by the supervisor

3.1.4.4.2 Proposed Customer support team

The Offeror must present the proposed Customer Support team, so that the House can understand not only the level of expertise, but the experience of the Customer Care teams assigned to this initiative; given the operations and systems environment.

3.1.4.4.2.1 *Roles and Responsibilities*

The Offeror must describe the roles and responsibilities of the assigned Customer Care team, consistent with the proposed Customer Care process. The description of the roles and responsibilities must be illustrated with an organization chart that facilitates the depiction of the proposed Customer Care team with their client counterparts (staff of the House).

3.1.4.4.3 Customer Care References

Offerors must list three Customer Care references for service since 2000. The references must include this list of required elements as headers for the response:

- Reference Number
- Contact Name, Title, Phone Number, Agency if Federal reference.
- Type of Service – care on IT implementation, care on Strategic Services.
- Scope of Contract
- Challenges of Contract
- Description of Approach

3.1.4.4.4 Current House Customer Support

The following customer support elements will be integrated into the CSDM approach:

Client Services is comprised of Technical Support Representatives (TSR), Call Center staff and Engineering Support. Its mission is to provide Information Technology support for the House.

- House Call Center (Level 1)

  The HIR Call Center is open 24 hours a day, seven days a week. The HIR Technical Support Call Center provides a single point of contact for Information Technology support and is considered first level of support. Systems Support Engineers are dedicated to answering questions and resolving technical problems for software and the House computer

infrastructure. The primary focus is to provide troubleshooting assistance to customers in the areas of hardware issues for computers and printers, messaging software, web browsers and other applications on the House Supported Software list and to resolve those problems on the first call. They provide notification to the House community about maintenance and outages in the House computer infrastructure through e-mail and web-based alerts.

All customer requests are logged into the Remedy customer tracking system, which generates a work order request number used to track the status of the request. Requests that cannot be resolved by the Call Center on the first call will be assigned to the appropriate group for resolution and follow up, second level support. Although the House community is encouraged to contact the Call Center for quick responses to routine computer-related problems and usage questions, an office's primary support personnel is the assigned Technical Support Representative (TSR), used primarily for second level support regarding software and hardware issues.

- Technical Support Representatives (Level 2)
  Technical Support Representatives (TSRs), considered second level support, serve Members, Committees and House offices as advisors on information technology issues and purchases. TSRs provide technical solutions in support of desktop computers, software applications, personal digital assistants (PDAs), and local area networks. Each House office is assigned an individual TSR who is assigned to a TSR Team. This provides for personalized customer service and backup support to ensure timely response to customer requests.

3.1.4.5 COMMUNICATIONS

Frequent and honest communication is essential to ensure the success of the Atlas financial and administrative project at the House of Representatives. The goals of Atlas communications are: to increase awareness of, influence attitudes towards, encourage adoption of, and reinforce and maintain new behaviors around Atlas. The Atlas Communications Plan integrates Atlas events and milestones with the larger business improvement efforts that will, in turn, enable the new CAO Customer Solutions model. The strategy is based on best practices of change management, ERP implementation, and internal and external communications. The communications themselves feature non-technical explanations, credible and accurate statements, and are tailored to specific audience segments using multiple channels. Particular emphasis must be placed on mitigating staff concerns about the impact on their positions by emphasizing new opportunities. The desired outcome of the communications program is that once those affected by Atlas are informed and educated about the benefits and impacts of the business improvement efforts, they will engage as change agents themselves to make these improvements successful. Two-way communication is encouraged and measurements will provide feedback as to the effectiveness of the communications and the level of acceptance of Atlas by targeted audiences.

3.1.5 Quality Assurance

3.1.5.1 RISK MANAGEMENT PLAN

Offerors must accept the Atlas Risk Management Plan for managing risk. The Risk Management Plan describes the method by which project risks will by identified and mitigated. The risk management process is a critical element to ensuring the success of the project. Its objective is to address potential problems at the earliest possible point and have explicit action plans developed to lessen the likelihood or impact of a risk adversely affecting the project. Risks are not static and as the project progresses, unanticipated risks will become apparent and some anticipated risks may never materialize. New risks will have to be assessed and managed, while risks that have been identified can be closed.

To mitigate uncertainty and impact to the enterprise, the Atlas Project Team will follow a comprehensive Risk Management Plan, using a Risk Tracking Log, Risk Mitigation and Contingency Plan template. These documents will track identified risks to the program, and minimize impact on project cost, schedule, and performance. The risk management plan provides a platform to continuously monitor key project risk drivers as a basis for active management of the project that may be susceptive to cost, schedule, or performance deviations. Risk management is a continual process that needs to be closely monitored. Consequently, the Risk Tracking Log will be updated as soon as new or significant information becomes available, or at minimum, every two weeks. The Risk Team will participate in risk review meetings, at least once per month, in an effort to aid in diligent and continuous monitoring of key risks and risk factors.

3.1.5.2 QUALITY MANAGEMENT PLAN

Offerors must accept the Atlas Quality Management Plan or propose an alternative method to managing quality. The Quality Management Plan provides a comprehensive framework for measuring, managing, and monitoring the quality process on the Atlas project at the U.S. House Of Representatives (House) during Phase I. Having quality management processes in place adds value to the Atlas project by helping verify that the project complies with the applicable House procedures and standards. The quality management function also creates appropriate visibility of project results through project reviews and audits.

The purpose of the Quality Management Plan is to define the approach to project management and quality control that will be applied to the Atlas Project during Phase I. The Quality Management Process provides reasonable assurance that work products and deliverables produced during the project meet quality expectation. This plan describes the activities and templates that will support the project's quality process. The specific objectives of the quality process are to:

- Identify quality needs.
- Incorporate quality into all stages and all aspects of the project.
- Standardize the defined quality processes.
- Institute a Deliverable Review Process to ensure consistency and quality in all Atlas deliverables.

- Define quality metrics and measures.
- Define the standards and metrics to evaluate performance on a regular basis, concentrating on the prevention of risk through continuous improvement.
- Ensure that all Atlas Team members adhere to the defined guidelines.

The House requires that Quality Management activities concentrate on the prevention of problems through the continuous improvement of processes and that deliverables be tailored to each Phase of the integration to meet their specific activities. There is no format for this response.

3.1.5.3 CONFIGURATION MANAGEMENT

Offerors must accept the Atlas Configuration Management Plan or propose an alternative method to configuration management and version control. The Configuration Management Plan provides guidelines for uniform configuration management practices for all team resources within the Atlas project. The CMP describes the overall CM processes for ensuring the completeness and correctness of the Managed Items (MI). It is the intent of the CMP that all Atlas CM processes will be consistent with the House System Development Life Cycle (SDLC) configuration management policies. Additionally, Offerors agree to use Quest Stat® ACM to maintain control of development applications, builds, patches, upgrades and releases.

3.1.5.4 REQUIREMENTS MANAGEMENT

Offerors must accept the Atlas Requirements Management Plan or propose an alternative method to requirements management. This Requirement Management Plan (RMP) sets forth the policy, procedures, and processes used to manage requirements for the Atlas project. It defines the strategy for managing the requirements and serves as a resource for all persons participating in the project. This plan establishes a specific requirement management process for the Atlas project. It will ensure that requirements are managed effectively, establish a baseline for development, as well as ensure plans, work products, and activities are consistent with the requirements. The Requirement Management Plan contains specific details and strategies for managing the requirements for Phase I of the House Atlas project. The plan provides details on how requirements are organized and administered within the Atlas project

3.1.5.5 TESTING

The Atlas project will follow a test strategy that encompasses a successful mix of structural and functional testing. Structural tests address applications, databases, and system performance within each of the implemented PeopleSoft modules and between the integrated modules. It also addresses the correctness and accuracy of the interfaces between PeopleSoft and applicable House internal and external systems. Functional tests are defined from the user's point of view. They confirm that the system meets the House's end-to-end business processes and task outputs (e.g., reports, Purchase Order).

Atlas testing will follow the testing tasks of the PeopleSoft Compass methodology. Compass methodology is a deliverable-based implementation approach that applies across industries, business

processes, and technologies. A key aspect of the methodology is that it breaks implementations into small, high-value components. Each component has a defined scope and clear deliverables. The overall process is supported by a set of activities, process tools, techniques, and deliverables necessary to effectively implement the House PeopleSoft system.

The Atlas Compass stage testing activities are described in the table below.

Table 3-25 Atlas Testing Activities

Compass Stage	Activity
Structure	**Create Test Plans.** Generate Test Plan documents for all Tests to include objectives, assumptions, Acceptance Criteria, timeframes, responsibilites, etc. Test Plan is in final draft form and is under final review by IV&V.
Construct	**Build test scripts for all Tests.** Identify expected results, testing process, and participants. The integrator is expected to participate in development of all test scripts except User Acceptance Test scripts.
Construct	**Perform unit test.** Unit testing is performed on conversions, interfaces, reports, modifications, configuration tables, and business processes. Unit testing is performed for a specific area with a limited set of data. The integrator is responsible for the test script development and execution.
Construct	**Perform integration test.** The integration test is performed to validate that the PeopleSoft integrated modules perform together as a system. The integrator is responsible for the test script development and execution.
Transition	**Perform conversion test.** The conversion test validates the conversion processes used to populate the Atlas system tables with the necessary data to allow the new system to operate properly once it goes live. The integrator is responsible for the test script development and execution.
Transition	**Perform interface test.** The interface test validates the multiple inbound and outbound interfaces, legacy systems managed by various business areas within the House, and the involvement of external vendors. The integrator is responsible for the test script development and execution.
Transition	**Perform system test.** The system test takes the configured Atlas system through full end-to-end testing to validate functionality and business processes. The integrator is responsible for the test script development and execution.
Transition	**Perform stress testing.** Stress testing assesses performance quality of the Atlas system under conditions more demanding than the projected peak production workloads. The integrator is responsible for the test script development and execution.
Transition	**Perform user acceptance test.** User acceptance testing validates that day-to-day House users can effectively perform and complete their daily work activities within the Atlas system. It provides users the opportunity to test and evaluate the Atlas system for transactional usability as it relates to their job tasks. The House is responsible for the test script development and execution.
Transition	**Perform regression test.** For the Atlas project, regression testing is defined as a follow-up and an overlap/subset of system testing (i.e., system test repeats if changes or corrections are made). The integrator is responsible for the test script development and execution.

Table 3-26 Key Quality Management Activities by Stage

Key Quality Management Activities by Stage	
Planning Stage – Completed for Phase I	▪ Develop Quality Management Plan ▪ Develop Requirements Management Plan
Structure Stage	▪ Develop Configuration Management Plan ▪ Develop Test Strategy and Test Plan ▪ Develop Conversion, Interface, Integration, Regression, Stress, and End User and Acceptance Test Plans ▪ Change Control Process
Construct Stage	▪ Requirements Traceability Matrix ▪ System Test Plan ▪ Application Security, Customization and Workflow Unit Test Scripts ▪ Conversion, Interface, Integration, System, End User Acceptance, Regression, and Stress Test Scripts ▪ Integration Testing ▪ Unit Test Accreditation Analysis and Report
Transition Stage	▪ Accreditation Analysis and Report for Integration, Stress, Conversion, Interface, End User and Acceptance, Regression, and System Tests ▪ System, Regression, End User and Acceptance, and Stress Tests ▪ Interface and Conversion Test Support
Deploy Stage	▪ Archive Project Diary ▪ Project Metrics and SLAs

The Atlas test strategy is one of full coverage, meaning Test Plans will encompass all House functionality and business process requirements as approved and documented. Test Scripts will provide one hundred percent (100%) traceability to all applicable business process requirements. As appropriate, testing will use both valid and invalid data (ad hoc) to ensure that the business processes function as expected.

3.1.5.6 QUALITY ASSURANCE DELIVERABLES

Table 3-27 Quality Assurance Deliverables

Quality Assurance Deliverables			
Compass Phase	**Deliverable**	**Purpose**	**Status**

Quality Assurance Deliverables			
Compass Phase	**Deliverable**	**Purpose**	**Status**
2-Planning	Quality Management Plan	Establish quality metrics to ensure project deliverable are meeting expectations.	Delivered and Approved
2-Planning	Software Change Plan	This document handles how any change to the software will be handled.	Delivered and Approved
2-Planning	Requirements Management Plan	Setting framework for requirements management to support business processes.	Delivered and Approved
3-Structure	Change Control Register (to include Change Control Board Reports and Change Control Requests)	Recording all changes to version, configuration, and extensions.	Delivered Weekly
3-Structure	Client-approved Requirements (to include Interface and Conversion requirements)	House defined business requirements.	Draft 0%
3-Structure	Conversion Test Plan	Development of test plan for conversion programs.	Draft 0%
3-Structure	End User and Acceptance Test Plan	Development of plan to set deliverables for acceptance.	Draft 0%
3-Structure	Integration Test Plan	Development of test plan for integration testing.	Draft 0%
3-Structure	Interface Test Plan	Development of test plan for interface programs.	Draft 0%
3-Structure	Regression Test Plan	Development of regression test plan.	Draft 0%
3-Structure	Stress Test Plan	Development of Stress test plan.	Draft 0%
3-Structure	Test Strategy and Test Plan (mandatory for technology-based projects only) - to include Performance Metrics and Deficiency Resolution Plan	Overall strategy to map out the high-level approach to testing, test types, roles and responsibilities, and infrastructure requirements. This will also include the process through which the Project Team will go to get testing results verified and validated, including the tasks, assignments, dates and cycles.	Draft Delivered and Reviewed Draft-Final 1%
4-Construct	Requirements Traceability Matrix (to include all changes and history on these changes to the baseline requirements)	Maintain accurate requirement register reflecting business process requirements.	Draft 0%
4-Construct	System Test Plan	Development of system test plan.	Draft 0%
4-Construct	Configuration Management Plan (to include Configuration Management Documentation)	Recording and management of configuration, including version control.	Delivered and Approved
4-Construct	Conversion Test Scripts	Development of test scripts for conversion testing.	Draft 0%
4-Construct	End User and Acceptance Test Scripts	Development of test scripts to ensure business process requirements for acceptance are tested.	Draft 0%
4-Construct	Integration Test Scripts	Development of test scripts for integration testing.	Draft 0%

Quality Assurance Deliverables			
Compass Phase	**Deliverable**	**Purpose**	**Status**
4-Construct	Interface Test Scripts	Development of test scripts for interface testing.	Draft 0%
4-Construct	Regression Test Scripts	Development of regression test scripts.	Draft 0%
4-Construct	Stress Test Scripts	Development of Stress test scripts.	Draft 0%
4-Construct	System Test Scripts	Development of system test scripts.	Draft 0%
4-Construct	Unit Test Scripts (to include conversion, interfaces, customizations, extensions, configuration changes, patches and updates unit testing)	Development of scripts for unit test plan.	Draft 0% - broken out in plan
5-Transition	Conversion Test Analysis and Accreditation Report	The testing of interfaces and data transfer utilities required to convert from legacy to proposed system.	Draft 0%
5-Transition	End User and Acceptance Test Accreditation and Analysis Report	Report of end user testing results.	Draft 0%
5-Transition	Integration Test Accreditation and Analysis Report	Report of integration testing results.	Draft 0%
5-Transition	Interface Test Analysis and Accreditation Report	Development of test scripts to test interfaces.	Draft 0%
5-Transition	Regression Test Accreditation and Analysis Report	Report of results from regression testing.	Draft 0%
5-Transition	Stress Test Accreditation and Analysis Report	Report of results from stress tests.	Draft 0%
5-Transition	System Test Accreditation and Analysis Report	Report of results from system test.	Draft 0%
6-Deploy	Project Audit and Review Reports	Independent analysis of project progress and deliverable report to program team and sponsors.	Delivered at the end of each Stage

3.2 *PHASE II*

Phase II will implement contract management, inventory management, asset management, and data warehouse implementation. The PeopleSoft modules included in Phase II are overviewed in Table 3-5

This RFP is seeking an approach from the prospective Offerer for both of the following approaches:

1. Integrator participation following the model in Phase I – Integrator fully engaged in execution of tasks for implementing the above identified functionality. They shall be responsible for developing a project plan and guiding its execution. The House would serve as Module Leads, Module Analysts, and subject matter experts as well as furnishing technical, quality assurance, change management, training, business improvement, communication leads. This would follow the model for executing Phase I. It is assumed that this would be a fixed price proposal, but the House is willing to entertain a time and material approach.

2. Integrator would play a reduced role in the life of the project. It would lead in developing the project plan and the approach to implementing the required functionality as well as PeopleSoft expertise in each of the sub-processes of that functionality. The House would be responsible for the day to day execution of the project, designs, configuration, and testing. The integrator would provide resources for design and configuration in an advisory and teaching role. In this approach the House would leverage knowledge gained in the technical and functional areas during Phase I. It is assumed that this would be a time and material approach.

For both options the Offerer should provide costs for a fixed price and a time and material approach. The House intends, prior to the end of Phase I, to evaluate the two options for moving forward with Phase II and execute the option which provides the best benefit to the House.

This RFP also requests a proposal for implementing PeopleSoft's Human Resources and Time and Attendance modules. The CAO's long term vision is to incorporate these functions into a single enterprise system. We have recently deployed Laswon's Payroll functionality for House staff payroll. This proposal can be presented as part of Phase II or an additional Phase III. These functions must be priced separately from Phase I and Phase II costs.